

MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC #

042-2016

LETTER TO COMMISSION

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: February 1, 2016

SUBJECT: **Summer Camp Registration Dates and Online Registration Informational Guide**

The Parks and Recreation Department will begin distributing information for the 2016 Summer Camp Registration process. New this year, Summer Camp registration and payments will be handled through Capturepoint, our new online registration and payment system. We are carrying out a strong campaign to notify and encourage residents to create their user profiles in Capturepoint so that they are able to easily register online.

Our Campaign efforts include:

- Notification through the City's social media networks
- Flyers sent home with children currently enrolled in the Parks and Recreation Department's After-School Program
- Flyers sent to all local elementary, middle and high schools
- Posters to be displayed at programmed recreation facilities
- An infomercial on MBTV
- Constant Contact email distribution
- Capturepoint email distribution
- Direct mailing to all households on Miami Beach with children
- Providing tablets and computer kiosks at upcoming special events with staff assistance to create their Capturepoint profiles:
 - Black History Night 2/5
 - Movie in the Park 3/4
 - Leprechaun Carnival 3/18
 - Spring Eggstravaganza 3/19

To further facilitate the process, registration dates will be staggered at different times beginning with priority registration for current After-School Program participants on March 14, 2016. Additionally, Miami Beach residents will have the opportunity to save \$65.00 by having the option of making a full one-time payment up front. We will have payment plans available for all income tiers and financial assistance will be available for those who qualify. Information on Specialty Camp registration will be coming soon.

Should you have additional questions, please contact Cindy Casanova at (305) 673-7730.

Attachment

JLM/EC/JR



2016 SUMMER CAMPS

COMING SOON,
REGISTER EARLY!

Registration Dates


- Current After-school Program participants
March 14
- Summer Camp Miami Beach residents
April 4
- Non-residents
April 25

Specialty Camp information coming soon.

Please complete your online registration at:
<https://register.capturepoint.com/MiamiBeach>

For online registration assistance please visit:

- Flamingo Park, 305.673.7779
- Scott Rakow Youth Center, 305.673.7767
- North Shore Park Youth Center, 305.861.3616



Register early,
space is limited.

• PAY UP FRONT AND SAVE!

Receive a \$65 discount by making a one-time payment of \$575 for a Summer of great experiences and lasting memories. Discount available until 06/03/16.

- Payment plans are available for all income tiers.
- Financial assistance available for those who qualify.
- Accounts must be current to register.
- Everyone must register, there is no automatic rollover option available from the After-school program.

MIAMI BEACH
Parks & Recreation

For alternate format or ADA accommodations, please call 305.604.2489 and select 1 for English or 2 for Spanish, then option 6; TTY users may call via 711 (Florida Relay Service).

2016 SUMMER CAMP

Have you created your on-line profile?

Point, click and register!

Once you create your profile and confirm your residency, you will be ready to register for the Parks and Recreation Department 2016 Summer Camps once the registration period opens. Below you will find step by step instructions to create your profile.

- Go to <https://register.capturepoint.com/MiamiBeach> and Click on "Create Your Account Now."
- Fill out all areas in red and select "Continue." Please be sure to use an adult's information when creating the account. You will add your children later.
- Please read and accept Capturepoint's Privacy Policy.
- Click on "Register Now" and follow all instructions including verifying email preferences.
- When you get to the "Select Participants" page, please hit the "Add Child" or "Add Adult" button to add the additional members to your account. When done, select the individuals in the list you are currently registering and hit continue.
- Enter "Birth Date, School and Gender" if applicable.
- Select a type of membership "Resident" or "Non-Resident" and continue the registration.
- Once you have selected "Finish" you will be redirected to the home screen, where you can update your profile and view/pay balances. If you would like a confirmation of your membership registration select "view current registrations form submissions" and select the receipt hyperlink to view or print your receipt.
- Please note that creating a profile does not mean that you are registered in any classes/programs.
- You will need to bring proof of residency to one of our sites (Scott Rakow Youth Center, North Shore Park Youth Center or Flamingo Park) before the registration process is complete.
- Once residency is verified, we will issue you a picture ID card. Proof of residency only needs to be done every two years.

If computer assistance is needed, please visit one of our sites to help you through the process (Scott Rakow Youth Center, North Shore Park Youth Center or Flamingo Park).



305.673.7730 • miamibeachparks.com

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To request this material in alternate format, sign language interpreter (five-day notice required), information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceedings, call 305.604.2489 and select 1 for English or 2 for Spanish, then option 6; TTY users may call via 711 (Florida Relay Service).